



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 12451.5A
N1
14 September 2001

COMSC INSTRUCTION 12451.5A

Subj: CIVILIAN OF THE QUARTER PROGRAM

Encl: (1) Award Nomination for Ashore Civilian Personnel (MSC 12451/3)

1. Purpose. To establish procedures for nomination and selection of the Commander, Military Sealift Command (COMSC) Headquarters Civilian of the Quarter (COQ).
2. Cancellation. COMSCINST 12451.5.
3. Background. The COQ Program is a means to appropriately recognize civilian employees of COMSC for outstanding individual performance, special achievement or efforts during the quarter preceding nomination.
4. Eligibility. Nominations are open to civilian employees in grades GS-1 through GS-9 or equivalent. Employees must be on the rolls for the entire quarter.
5. Criteria. Selection criteria include, but are not limited to, the following:
 - a. Specific Accomplishments. Contribution required a great amount of independent thought or unusual insight and effort. Contribution was superior and of particular importance to the organization.
 - b. Personal Accomplishments. This category includes activities both outside the workplace as well as career advances or enhancements (i.e., promotions or moving into a new professional series with greater opportunity). Social, charitable and voluntary involvements are significant and should be recognized.
 - c. Attitude. Consideration will be given to any positive contribution to morale in the workplace, enthusiasm for the job, country, assistance to fellow workers and disposition.

14 September 2001

6. Nomination Procedures

a. Complete items 1 - 7 and 11 - 19 of enclosure (1) (MSC 12451/3). In item 6, check the “other” box and specify “COQ.”

b. Nominations are to be submitted via the chain of command and approved by the appropriate Program Manager, Functional Director or Special Assistant and will include original and four copies to N1. Nominations must be received within 10 days of the end of each quarter (i.e., 10 October, 10 January, 10 April and 10 July. If the 10th day falls on a non-business day, then the nomination is due the next business day.). Any nominations received after the deadline will be considered during the next quarter.

R) 7. Selection of Candidates

a. A selection board, consisting of three to five persons, will be comprised of representatives of Program Managers, Functional Directors and/or Special Assistants from the following rotational list:

(1) First Quarter (Jan, Feb, Mar) – N00E, N2, N3/5, N6, N10

(2) Second Quarter (Apr, May, Jun) – N00E, PM1, PM2

(3) Third Quarter (Jul, Aug, Sep) – N00E, N00I, N7, N8, N9

(4) Fourth Quarter (Oct, Nov, Dec) – N00E, N00P, PM3, PM5, N4

An N00E representative will be a permanent selection board member. An N1 representative will attend all meetings as an advisor and administrator.

b. Each COQ should be recognized no later than the last business day of the month following the end of the quarter. Therefore, the COQ Selection Board will review and forward the nomination package of the primary candidate along with the packages of other nominees to COMSC via the Chief of Staff (N02) for final selection by the 24th of the month following the end of the quarter (i.e., 24 April, 24 July, 24 October and 24 January).

8. Awards

a. A 1-day Time Off Award (NTE 8 hours).

b. Certificate to be presented at an awards ceremony.

c. Photograph displayed in the lobby of building 210.

9. Forms. Enclosure (1) is available on the MSC Intranet. Click on Publications, then Forms.

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D. L. BREWER III

Distribution:
COMSCINST 5215.5
List I (Case A, B, C)

AWARD NOMINATION FOR ASHORE CIVILIAN PERSONNEL

1. NAME: (Last, First, MI)	2. POSITION TITLE, SERIES, GRADE:	3. ORGANIZATION/CODE:
4. RATING OF RECORD: <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE	5. PERIOD COVERED BY RECOMMENDATION:	
6. TYPE OF AWARD		
<input type="checkbox"/> SPECIAL ACT OR SERVICE (Amount: _____) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> GROUP <input type="checkbox"/> ON-THE-SPOT (Amount: _____) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> GROUP <input type="checkbox"/> TIME OFF (Hours: _____) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> GROUP <input type="checkbox"/> PERFORMANCE ACHIEVEMENT (Amount: _____) <input type="checkbox"/> QUALITY STEP INCREASE <input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD (MCSA) <input type="checkbox"/> SUPERIOR CIVILIAN SERVICE AWARD (SCSA) <input type="checkbox"/> OTHER (Specify)		
7. NARRATIVE JUSTIFICATION: (Use plain paper for additional space for MCSA, SCSA and other)		

14 September 2001

COMPLETE THE FOLLOWING ITEMS WHEN APPROPRIATE		
8. RESUMÉ OF FEDERAL GOVERNMENT EMPLOYMENT:		
9. RESUMÉ OF AWARDS AND HONORS: (Type of award and date received)		
10. PROPOSED CITATION: (Not to exceed 20 lines)		
11. RECOMMENDING OFFICIAL: (Type name and title)	12. SIGNATURE:	13. DATE:
14. BUDGET OFFICIAL/AUTHORIZATION: (Type name and title)	15. SIGNATURE:	16. DATE:
17. APPROVING OFFICIAL: (Type name and title)	18. SIGNATURE:	19. DATE: